ADMINISTRATIVE GRADUATE ASSISTANT TIMESHEET

Name __________________________________________     M Number _______________

Dept. Org # _______________          Department Name ___________________________________________________________

Instructions:
Per the new FLSA regulations, administrative Graduate assistants must maintain time records. Please use the calendar provided to record time worked as follows:

1. Write/Type in applicable dates (see example)
2. Record hours worked each day (see example)
3. Calculate total hours for each week (see example)
4. Print and sign at the end of the month
5. Turn in to supervisor
6. Timesheet is due by the 5th of each month
7. Please mail completed time sheet to Human Resource Services (HRS)

EXAMPLE:

<table>
<thead>
<tr>
<th>SAT</th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/1</td>
<td>11/2</td>
<td>11/3</td>
<td>11/4</td>
<td>11/5</td>
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<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>

Student Signature ______________________

Supervisor Signature ____________________